

Financial Aid

450 North Avenue • Battle Creek, MI 49017-3397
269-965-4123
kellogg.edu/financial-aid
finaid@kellogg.edu

READ THIS!

You were selected for VERIFICATION by the Department of Education. Before the Financial Aid Office (FAO) can award Federal Student Aid, please confirm the contributors information reported on the 2025-2026 FAFSA application. A Kellogg Community College Financial Aid Administrator will compare the information reported on your FAFSA with the information on this worksheet. If there are differences, your FAFSA information will need to be corrected. **You and the parent who signed the FAFSA will need to complete and sign this worksheet, attach any required documents, and submit the form to the FAO. The FAO may ask for additional information. If you have questions about verification, contact the FAO** as soon as possible so that your financial aid will not be delayed.



**OPTION 1. IDENTITY & STATEMENT OF EDUCATIONAL PURPOSE
(to be signed at the institution)**

Appear in person at Kellogg Community College to verify your identity by presenting an unexpired valid government-issued photo identification (ID), such as, but not limited to, a driver's license, other state-issued ID, or passport. The institution will maintain a copy of the student's photo ID that is annotated by the institution with the date it was received and reviewed, and the name of the official at the institution authorized to receive and review the student's ID.

Please sign, in the presence of the institutional official, the Statement of Educational Purpose provided below:

I certify that I, _____, am the individual
Student Full Name (Please Print)
signing this Statement of Educational Purpose and that the federal student financial assistance I may receive will only be used for education purposes and to pay the cost of attending **Kellogg Community College** for 2025-2026.

Student Signature

Date

APPROVED

Staff Name _____

Date _____

OPTION 2. NOTARY'S CERTIFICATE OF ACKNOWLEDGMENT

If you, the student, are not able to appear in person at Kellogg Community College, to verify your identity, you must complete and submit this Notarized Certificate of Acknowledgment Statement:

State of _____

City/County of _____

On _____, before me, _____, personally appeared, _____,
(Today's Date) (Notary's Name) (Signer's Name)

and provided to me on basis of satisfactory evidence of identification _____ to be the above named
(Type of ID provided)
person who signed the foregoing instrument.

Notary Signature

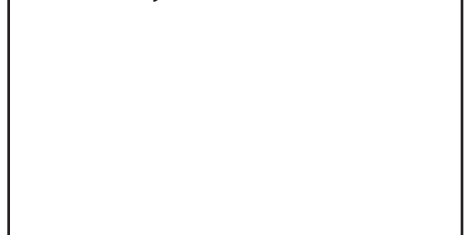
Student Signature

Date _____

Student ID# _____

My Commission Expires on _____
(Date)

WITNESS my hand and Official Seal:



Part I. STUDENT INFORMATION

Last Name	First Name	M.I.	Student ID#
Street Address (include apt. no.)			Social Security #
City	State	Zip	Date of Birth
Home Phone	Cell Phone	Alternative Phone	

Part II. HOUSEHOLD INFORMATION

In the box below list ALL members of your parent(s) household. If you have any questions regarding your household members, contact the FAO. Your household should include:

- The student
- The parents (including a stepparent) even if the student doesn't live with the parents. If legal parents are unmarried and living together, include income and other information for parent 1 and parent 2.
- The parents' other children if the parents will provide more than half of their support from July 1, 2025 through June 30, 2026, or if the other children would be required to provide parental information if they were completing a FAFSA for 2025-2026. Include children who meet either of these standards even if the children do not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of their support and will continue to provide more than half of their support through June 30, 2026.

Full Name	Age	Male or Female M or F	Relationship	College	*Will be Enrolled at Least Half Time (Yes or No)?
			<i>Self</i>	<i>Kellogg Community College</i>	<i>Yes</i>
			<i>Parent</i>		

* For any household member (excluding parents) who will be enrolled at least half time (6 credits) in a degree or certificate program at an eligible postsecondary educational institution any time during the academic year. If more space is needed, provide a separate page with the student's name and ID number at the top.

NOTE: We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

Part III. STUDENT INCOME INFORMATION

a. Tax Return Filers — Complete this section if you, the student, has filed or will file a 2023 tax return with the IRS. If your 2023 income tax return information was not available or could not be used on the FAFSA, please provide a signed copy of the 2023 tax return and applicable schedules.

Check the box that applies:

- I have filed a 2023 Federal IRS Tax Return and was able to use the Future Act Direct Data Exchange (FA-DDX) on FAFSA
- I was UNABLE to use the FA-DDX tool on the FAFSA, and will submit a signed 1040 IRS Individual Federal Tax Return or an IRS Tax Return Transcript separately:
 - ✓ Attach your 2023 Federal Tax Return or Tax Return Transcript to this worksheet
 - ✓ Or Submit Federal Tax Return or Tax Return Transcript at a later date
 - Request electronic IRS Tax Return Transcript online at <https://www.irs.gov> OR
 - Receive it by mail. You can also call 1-800-908-9946. Make sure to request a Tax Return *Transcript* and NOT the Account Transcript
- I have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date

b. Tax Return Non-filers — **Only Select One option. ALL** Non-filers must submit a 2023 **“IRS Verification of Non-filing Letter”** — which can be retrieved from the IRS online at <http://www.irs.gov> by mail or by submitting an IRS Form 4506-T

- I was not employed, did not have any income earned from working during the year of 2023
-OR-
- I was employed however, I was not required to file a 2023 Federal IRS Tax Return. If so, complete the box below and attach the following:
 - ✓ Attach copies of all 2023 W-2’s and/or 1099 forms

Name of Employer	Amount Earned in 2023	W-2 Attached? Yes or No
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Part IV. PARENT'S INCOME INFORMATION

a. Tax Return Filers — Complete this section for parents listed as a household member under Part II of this form. If parent have not already used the FA-DDX, which is part of your FAFSA, go to www.studentaid.gov for assistance with including parents tax information on the FAFSA.

Check the box that applies:

- I, the parent(s), have filed a 2023 Federal IRS Tax Return and have used the FA-DDX on the FAFSA
- I was UNABLE to use the FA-DDX tool on the FAFSA, and will submit a signed 1040 IRS Individual Federal Tax Return or an IRS Tax Return Transcript separately:
 - ✓ Attach your 2023 Federal Tax Return Transcript to this worksheet
 - ✓ Or Submit Federal Tax Return or Tax Return Transcript at a later date

Request electronic IRS Tax Return Transcript online at <https://www.irs.gov> OR receive it by mail. You can also call 1-800-908-9946. Make sure to request a Tax Return *Transcript* and NOT the Account Transcript
- I, the parent(s), have filed an amended tax return (1040X) and will attach to this worksheet or submit at a later date

b. Tax Return Non-Filers – If parent(s) DID NOT file a 2023 Federal tax return. **Only Select ONE option.** ALL Non-filers must submit a 2023 **“IRS Verification of Non-filing Letter”** which can be retrieved from the IRS online at <http://www.irs.gov> or by mail by submitting an IRS Form 4506-T.

Check the box that applies:

- I, the parent(s), was not employed and did not earn income from working in 2023.
 - ✓ Complete and submit a **Household Resources Verification Worksheet** indicating how living expenses in 2023 were met. This form can be found online on the Financial Aid webpage or at the FAO.
- I, the parent(s), was employed in 2023 however, I was not required to file a 2023 Federal Tax Return. If so, complete the box below and attach the following:
 - ✓ Attach copies of all 2023 W-2's and/or 1099 forms

Name of Employer	Amount Earned in 2023	W-2 Attached? Yes or No
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00 (example)</i>	<i>Yes (example)</i>

Part VI. CERTIFICATION AND SIGNATURE

Each person signing this worksheet certifies that ALL information reported is complete and correct. The student and one parent must sign and date.

WARNING: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.

Student Signature

Date

Parent Signature

Date

RETURN BY MAIL, EMAIL OR FAX TO:

Kellogg Community College
Financial Aid Office
450 North Avenue
Battle Creek, MI 49017

Email: finaid@kellogg.edu
Phone: (269) 965-4123